

## CITY MANAGER

**POSITION SUMMARY:** The City Manager is the City's chief administrative officer responsible for the efficient and effective management of City services in accordance with state and federal law, the City Charter, city ordinances, resolutions, and City Council directives and policies. The City Manager oversees, supervises, and coordinates the City's general affairs and all employees, contractors, and agents to carry out the mission, vision, and goals established by the City Council in response to community needs and service priorities. The City Manager will also serve as the city-comptroller.

**SUPERVISION RECEIVED:** Work is performed in accordance with the policies established by and is subject to accountability to the City Council.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

### In accordance with the City Charter and Code:

1. The City Manager is the chief administrative officer of the city Government, whose functions and duties are:
  - a) To be responsible to the City Council for the efficient administration of all administrative departments of the city government except the department under the direction of the attorney.
  - b) To see that all laws and ordinances are enforced.
  - c) To appoint, with the consent of the City Council, the heads of several departments whose appointment is not otherwise specified in the charter, and to direct and supervise such department heads.
  - d) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts, or agreements.
  - e) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
  - f) To recommend an annual budget to the City Council and to administer the budget as finally adopted under policies formulated by the City Council and to keep the City Council fully advised at all times as to the financial condition and needs of the city.
  - g) To recommend to the City Council for adoption such measures as he may deem necessary or expedient; and to attend City Council meetings with the right to make recommendations and answer questions but not to vote.
  - h) To exercise and perform all administrative functions of the city that are not imposed by this charter or ordinance upon some other official.
  - i) To be responsible for the maintenance of a system of accounts of the city which shall conform to any uniform system required by law and the City Council and to generally accepted principles and procedure of government accounting. They shall submit

financial statements to the City Council quarterly, or more often as the City Council directs.

- j) To act as Purchasing Agent for the city and in such capacity shall purchase all supplies and equipment and dispose of the same in accordance with procedures established by the City Council.
  - k) To perform such other duties as may be prescribed by the charter or required of the City Manager by ordinance or by the direction of the City Council.
- 2. Fulfill the responsibilities of the City Council as set forth in the City Charter, ordinances, and resolutions. Either personally or by delegation, carry out the responsibility of personnel officer in the administration of the City's personnel system.
  - 3. The office of the comptroller/internal auditor is combined with the office of the city manager.

Other Duties:

- 1. Advises and works cooperatively with City Council, city attorney, department heads, leadership team, and others to establish priorities; develop goals, strategic plans, and policies; and provide management assistance in carrying out responsibilities.
- 2. Direct and confer with executive staff concerning administrative and operational difficulties and make recommendations to City Council.
- 3. Responsible for the efficient administration of all operational departments.
- 4. Direct the preparation and administration of the city budget and appropriate financial reports in coordination with the finance director and department heads. Develop and recommend actions, broad financial goals and controls in accordance with accepted fiscal practices and federal, state, and local regulations to maintain a stable financial position. Provide guidance for any city borrowing.
- 5. Responsible to work with departments in development of administrative and departmental policies to ensure compliance with the city's vision and mission.
- 6. Develop, implement, and enforce personnel policies that comply with applicable law and contract requirements. This includes diversity, equity & inclusion requirements and goals.
- 7. Develop, implement, and enforce other policies that comply with applicable law and contract (including grant contract) requirements including those addressing non-discrimination, language assistance, non-segregation, anti-kickback, protection of confidential information, and other requirements.
- 8. Formulate policy and direct department heads to formulate policy, establishing procedures, and accounting for results. Research information, prepare reports, and make recommendations to City Council.
- 9. Establish and maintain effective partnerships and relationships with residents, news media, City officials, legislators, neighboring jurisdictions, other municipalities, employees, business representatives, volunteers, and others.

10. Represent the City of Wyoming to neighboring jurisdictions, other municipalities, governmental bodies, organizations, and the news media.
11. Communication with federal, state, and local officials and legislators to present the City's position on pending legislation and regulations.
12. Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in City affairs; interpret, analyze, and explain policies, procedures, and programs.
13. Lead or serve as a member and/or staff liaison to various employee or professional committees, including City Council-formed committees. Attend and present at meetings as required. May serve and represent the city on boards, commissions, and committees as directed. Develops and implements programs and procedures regarding business recruitment, retention, and expansion.
14. Author, implement and enforce policies, processes, practices, and procedures.
15. Keeps abreast of legislative or regulatory developments and current issues and trends. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
16. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Bachelor's degree in public administration, business, finance, or related area. Credentials beyond the degree requirement is strongly preferred including professional certification and/or master's degree.
- B. Such qualifications necessary to fulfill the requirements of the office of comptroller – internal auditor, including a four-year college degree and formal training and experience in the field of accounting. Proven accounting or finance experience and extensive knowledge of government financing may substitute for the degree requirement.
- C. Executive management experience or similar job-related experience with progressively increased management responsibility.
- D. Thorough knowledge of federal, state, and local laws and regulations related to or impacting local government operations.
- E. Thorough knowledge in all aspects of city government operations including but not limited to personnel, public safety, finance, community and economic development, and public relations.
- F. Knowledge of professional public management techniques involved in budgeting, project management, communications and public relations, and community and employee relations.

- G. Possess a high level of interpersonal skills. Able to use good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts through which the City conducts its business and affairs.
- H. Proven ability to communicate effectively orally and in writing and makes presentation in public forums. Represents the City at various functions and events. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- I. Proven ability to think strategically, including providing leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.
- J. Demonstrated ability to persuade others and analyze complex information and to coordinate resources to accomplish organizational goals and objectives.
- K. Possesses excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- L. Ability to gather and analyze data and preparing accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively.
- M. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility. Extensive knowledge of Microsoft Office programs and social media platforms.
- N. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to consistently demonstrate a commitment to the mission, vision, and values of the department and the City.
- O. Ability to critically, creatively, and innovatively assess situations and solve problems, to work efficiently and under stress, and to perform within deadlines and with changing work priorities.
- P. Ability to effectively train, lead, and motivate employees and to supervise and evaluate the work of others, ensuring city staff works collaboratively on an organization-wide basis.
- Q. Possesses a valid motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in an office setting. The employee may regularly be required to travel to multiple locations within the City, to other

communities, and out of state. Duties may be performed in and around various facilities, businesses, and construction sites. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are dangerous. The employee may be exposed to uncontrollable environments and circumstances, which may include all types of weather conditions. The employee is required to drive in inclement weather.

Workdays can be lengthy. City boards and commissions often meet in the evenings, extending the workday. The City Manager may be called upon to address matter arising any time, any day. Provision for such City Manager accessibility or the City Manager's delegation to others to act on the City Manager's behalf will be needed to address such matters.

November 2022